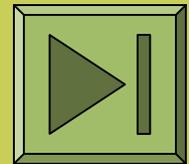


EDITING AN EXISTING POSITION IN COREDOC



CDWriter 3.1

CDWriter Logon Screen:

Enter your name and password. Use **MANAGER** for both **USERNAME** and **PASSWORD** if you have not registered as a user. Press the <F1> key if you need more information.

Press <F1> for Help

USER NAME:

PASSWORD:

 Help

Developed for use by
Department of Defense
Not for general distribution
Version 3.1

TYPE IN THE USER NAME: **MANAGER**

TYPE IN THE PASSWORD: **MANAGER**

MAIN MENU

This is the main menu for CDWriter, software developed to implement the COREDOC system. Using this system you can create a core document. Press the <F1> key if you need more information.

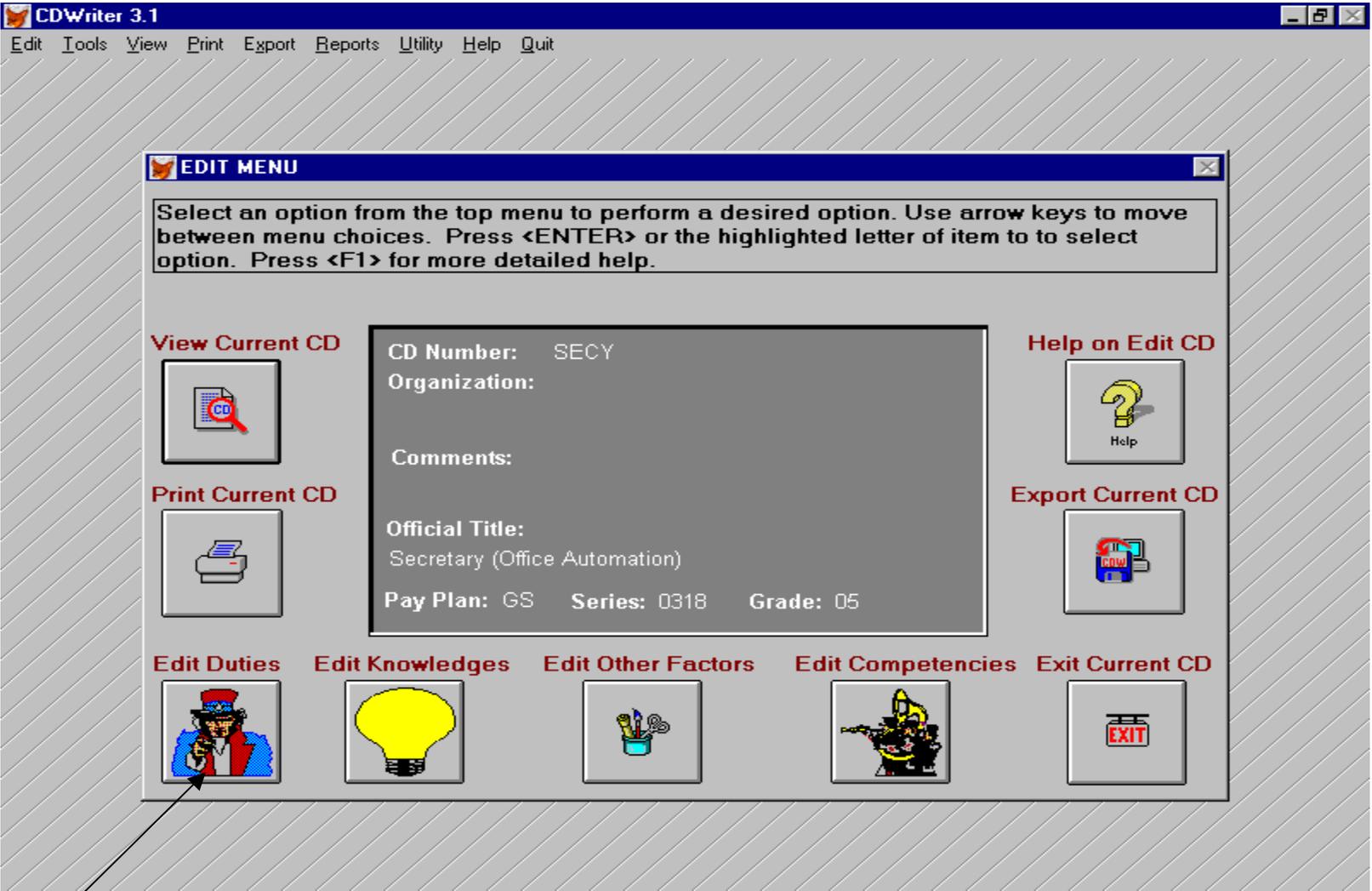
**Automated Search
Application for Position
Classification Documents
Standards and Appeals**



**CDWRITER
CORE DOCUMENT DEVELOPMENT
SYSTEM**

Open an existing CD		Create a New CD		Import an exported CD		Export an existing CD	
View an existing CD		Print an existing CD		CoreDoc Help	 Help	Exit CoreDoc System	

CLICK HERE TO OPEN AN EXISTING CD.



CLICK ON HERE TO EDIT, ADD, OR DELETE A SPECIFIC DUTY.

CDWriter 3.1

Edit Tools View Print Export Reports Utility Help Quit

CORE DOCUMENT (Major Duties)

CD Number: SECY Title: Secretary (Office Automation)

Duty **A.** # **1** of **10** Duty Name:
Correspondence and Reports

Duty
Works in the editor's office.

Tasks
works in the editor's office

Edit **Next** **Previous** **Add** **Delete** **Relation** **Exit**

Click here to manually edit an existing duty

Click here to add a new duty from COREDOC

Click here to delete this duty

WHEN YOU SELECT EDIT FROM THE PREVIOUS SCREEN THIS WILL TAKE YOU BACK TO THE DUTY AND THE GRADE LEVELS SCREEN.

CORE DOCUMENT (Major Duties)

CD Number: SECY Title: Secretary (Office Automation)

Select one of the following options by using the arrow keys to highlight a choice and press <ENTER>, or press a highlighted letter:

- Text** Select this option to edit the text of the duty description. If you do this you should confirm that the knowledges and competencies linked to this duty are still valid.
- Library** Use this option to pick a different level from the COREDOC duty library. Changes to knowledges, competencies and other factors will be made automatically.
- Cancel** Cancel this selection and return to previous option.

Edit **Next** **Previous** **Add** **Delete** **Relation** **Exit**

CLICK HERE TO MANUALLY EDIT THE DUTY DESCRIPTION.

TYPE IN CHANGES MADE TO TEXT TO DUTY "A."

CORE DOCUMENT (Major Duties)

CD Number: SECY Title: Secretary (Office Automation)

Duty A. # 1 of 10 Duty Name:
Correspondence and Reports

Duty

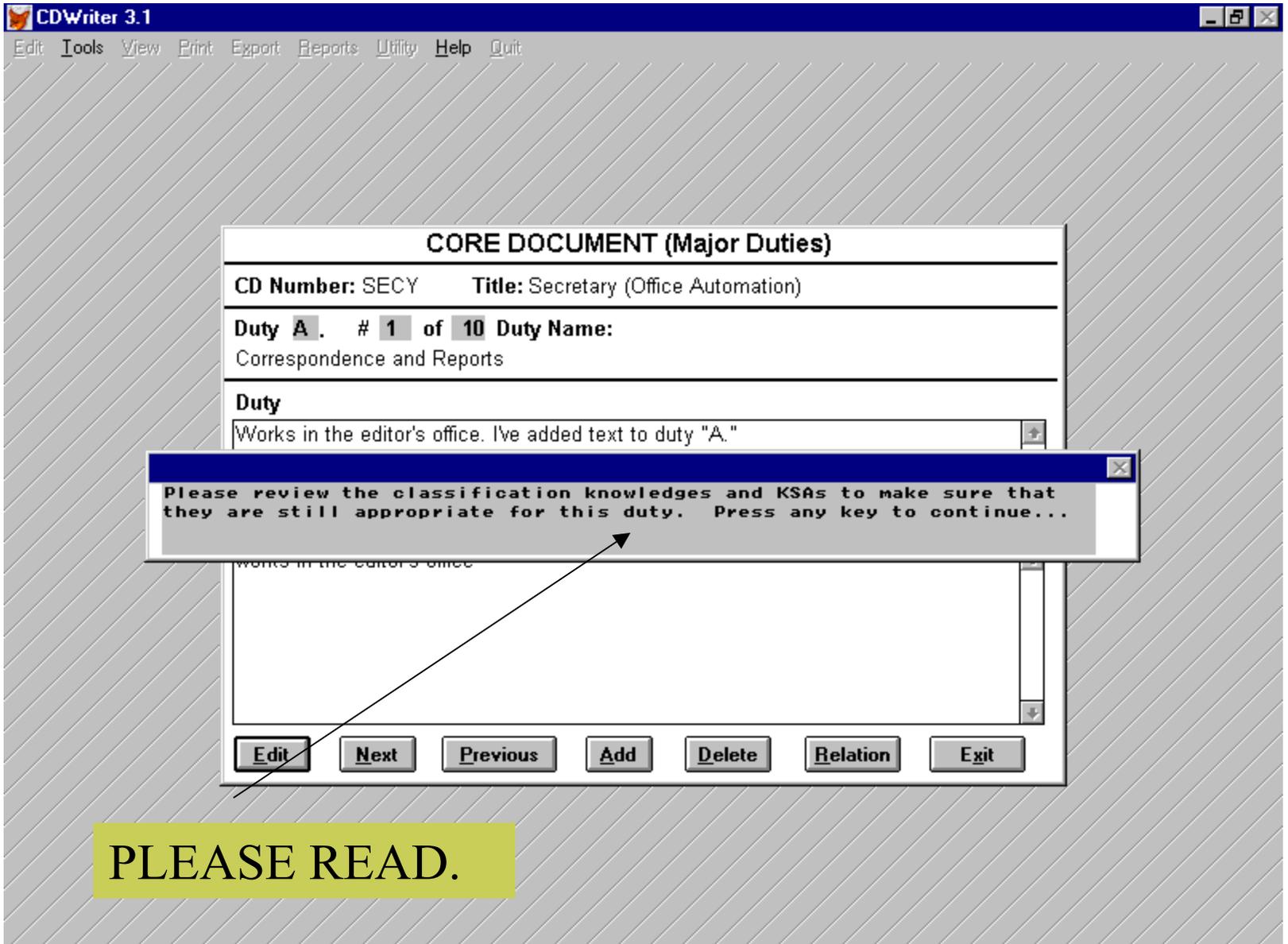
Works in the editor's office. I've added text to duty "A."

Tasks

works in the editor's office

Save Next Previous Add Delete Relation Cancel

SAVE YOUR WORK.



Percentages of Time | Critical/Noncritical

A duty not credited at least 25% can't, by itself, be grade controlling.

Percent	Critical	Duty
10%	C	A. Correspondence and Reports
10%	N	B. coffee
10%	C	C. Calendars and Schedules
10%	C	D. Calls and Visitors
10%	C	E. Incoming Mail
10%	C	F. Travel Arrangements
10%	C	G. Office Automation Software
10%	C	H. Subject-Matter Files
10%	C	I. Conferences and Meetings
10%	C	J. Requisitions

PERCENTAGES ARE RE-DISTRIBUTED. EDIT AS APPROPRIATE. CLICK CONTINUE TO PROCEED.

Total Percentage: 100%

Enter Numbers, Use Arrow Keys to back up.

VERIFY THE TITLE, PAYPLAN, SERIES,
GRADE.

CORE DOCUMENT (Title, Pay Plan, Series and Grade)

CD Number: SECT8

Official Title: Secretary (Office Automation)

Pay Plan: GS

Series: 0318

Grade: 05

Edit Continue

CLICK CONTINUE TO PROCEED.

EDIT MENU

Select an option from the top menu to perform a desired option. Use arrow keys to move between menu choices. Press <ENTER> or the highlighted letter of item to select option. Press <F1> for more detailed help.

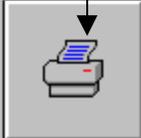
View Current CD 	CD Number: SECY Organization: Comments: Official Title: Secretary (Office Automation) Pay Plan: GS Series: 0318 Grade: 05	Help on Edit CD  Help		
Print Current CD 		Export Current CD 		
Edit Duties 	Edit Knowledges 	Edit Other Factors 	Edit Competencies 	Exit Current CD 

VIEW YOUR COMPLETED CD.

CLICK HERE TO PRINT YOUR CD.

EDIT MENU

Select an option from the top menu to perform a desired option. Use arrow keys to move between menu choices. Press <ENTER> or the highlighted letter of item to select option. Press <F1> for more detailed help.

View Current CD 	CD Number: SECT8 Organization: Comments:	Help on Edit CD  Help		
Print Current CD 	Official Title: Secretary (Office Automation) Pay Plan: GS Series: 0318 Grade: 05	Export Current CD 		
Edit Duties 	Edit Knowledges 	Edit Other Factors 	Edit Competencies 	Exit Current CD 